How to Suggest a Volunteer Opportunity

To suggest an opportunity sign in to your Ohio State VolunteerMatch account by clicking the "SIGN IN" link at the top right of the volunteer.osu.edu website.

Once signed in, go to the **Your Activities** tab to find the button to "SUGGEST" an opportunity.

Click on the **"SUGGEST"** button.
Click on **"Suggest a new Opportunity."**
Give your opportunity a title.

Fill out the remainder of the form including the location, date, time, (if your opportunity can be done in shifts, just add the shifts under the location) and description, for the activity.

Select up to 3 cause areas under which your volunteer opportunity fits. These categories are used as one of many search functions.

Please be as complete as possible when suggesting an opportunity. Though the "Finer Details" are optional they will be important to help volunteers know exactly what you're looking for.

If there are specific skills you require choose them from the drop down menu.

You can also add in "comments" that will be visible just to the program administrator as they review your project. **If your opportunity is at a physical location, indicate the region you would like to advertise to: zip code, city, county, metro area, state, national.**

To complete your entry, click "**Save**." Your proposal will now be reviewed by a program administrator.

Once you've proposed a project, you can click on "Suggest" to view the status of your listing. In the 'Status' column you'll see whether your listing has been approved, rejected or is still waiting for approval. If your listing has been rejected, you can click 'Edit' to modify your suggestion and resubmit it. You can also edit listings that have not yet been reviewed.

Once approved by a program administrator, volunteers will be able to sign up to participate in your suggested activity

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